Muhammad Kamran Khan

Address: House # 195,Street # 06, Sector 8/B,Korangi
Industrial Area Karachi-Pakistan.
Email:kamran170888@gmail.com
Cell **+92-315-2220120**
+92-321-3849200

Objective

To be a part of highly professional organization and keen to have challenging position in order to prove my skills and knowledge.

Worked Experience

A well Known Tapal Tea Food Firm: working **Since Nov-2018 to Nov-2022.**
Current Position: **Admin Supervisor**:

- **Core Areas of Duties:**

To keep incoming & outgoing material record update on daily basis, Prepare gate passes, General Admin duties, Supervise all security guards duties, Follow-up Housekeeping work, Daily Visitors Record, Security Guard and Janitorial attendance record update on daily basis.

- Reported To: Admin Manager & General Manager.

A well Known Leather Garments Firm: working **Since Jan-2015 to Jan-2018.**
Positions: **Cashier**

- **Core Areas of Duties:**

Having working knowledge of Book Keeping, Prepare Vouchers and assign entries to proper accounts, Keeping documents and files in respective folders. Payroll, Overtime, Weekly wages distributed & Petty Cash Maintain.

- **Reported To**: Chief Finance Officer & Other Respective Directors.

A well Known Leather Tanneries Firm: Worked from **Feb-2013 to Dec-2014:**
Positions: **HR & Admin Officer**

- **Core Areas of Duties:**

Prepare Payroll, Overtime, Weekly Wages & Attendance records of all company employees, Prepare gate passes, Incoming & Outgoing material record keep in respective files, Housekeeping, General Admin duties.

Reported To: Admin Manager & Director.

Computer Competency

- **Micro Soft Office.**
  (MS-Word, Excel, Power point, Outlook).
  (Can work with all Versions)
- **Multiple software's**
  (Learnt During work in Different Facilities).
- **Inpage Urdu**
  (Have Good Command to prepare any kind of official Document)
- **Internet / Browsing / Sharing & Email.**

Academic Qualification

- **Bachelor of Commerce: (2nd Division) in 2016**
  From University of Karachi.
- **Intermediate (I.Com) in 2011**
  From The Board of Intermediate Education Karachi.
- **Matriculation (SSC) in 2008**
  From Board of Secondary Education Karachi.

Personal Information

Father's Name	:	Abdul Mateen (Late)
Date of Birth	:	17, August, 1988
Religion	:	Islam
C.N.I.C #	:	42201-9476488-5
Marital Status	:	Married
Place of Birth	:	Karachi
Nationality	:	Pakistani
Domicile & P.R.C	:	Karachi, Sindh

Reference:

Will be furnished on demand.